

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Hatay, Turkey.

Vacancy Notice Number:	SVN#TR/2021/94
Position Title:	Project Assistant (Livelihood)
Duty Station:	Hatay – Turkey
Classification:	6 months Special Short Term Graded Contract (G4)– with possible extension
Deadline of Applications:	14 May 2021
Number of People to be hired	1
Eligibility:	Internal and External Candidates

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

General Functions:

The ongoing conflict in Syria has created surges of people crossing the borders into neighbouring countries. Host governments and humanitarian actors, including IOM, are providing relief assistance and protection to this extremely vulnerable population living with host families and, to a lesser extent, in camps. The large number of Syrian refugees is posing a growing challenge to reception communities' capacity and host government's response mechanisms.

As of September 2018, Turkey is hosting 3.6 million Syrian refugees. 200,000 reside in 16 camps (over 5.5% of the total) across South East Turkey and the remaining live outside of camps (around 93%). Of those living outside of camps, the majority are spread across the border provinces of Gaziantep, Hatay, Sanliurfa, Kilis, Mardin as well as in Istanbul, Izmir, Mersin, Bursa and Adana.

In 2014, the Government of Turkey adapted the Temporary Protection (TP) Regulation that extends protection and assistance to all Syrians in Turkey and provides refugees with rights and duties and the framework to access health care, education, and social assistance. As a member of the UN Humanitarian Country Team in Syria and all concerned neighbouring countries (Jordan, Lebanon, Iraq, and Turkey), the IOM Director General has activated the L3 Emergency SOPs to enhance organizational humanitarian assistance and priorities related to IDPs, refugees and returnees, and is actively participating in the emergency response within challenging humanitarian context.

IOM's strategy for Turkey as indicated in the 3RP (Regional Refugee and Resilience Plan) is three-pronged; 1. To provide basic needs assistance through multi-purpose cash, winterization, shelter repair and provision of transportation; 2. To ease the burden on national and local structures through the establishment of multi-service community centers offering protection and social stabilization for the refugees as well as increase access to education; and 3. To support the resilience of refugees and host communities through supporting livelihoods, community stabilisation and income generating activities.

Under the overall supervision of the Head of Sub Office and direct supervision of the Senior Project Assistant (Livelihood) and in close coordination with the Project Support Officer (RSU) in Gaziantep, the incumbent will be responsible and accountable to support in the preparation and implementation of expanding livelihoods interventions and programme to help create income-generating opportunities for Syrian refugees as well as members of the host community across southeast Turkey, initially through three pilot projects, namely in-kind grants, job placements, and vocational training.

Major Duties and Responsibilities:

1. Support the Project Assistant (Livelihood) in field office in the implementation of livelihoods interventions such as in-kind grants, job placements, vocational trainings and other schemes in southeast Turkey.
2. Participate in needs assessments with host and refugee communities including municipalities, community representatives and youth in coordination with the Project Assistant (Livelihood).
3. Conduct field visits in targeted provinces and identify vulnerable beneficiaries to be enrolled in rapid income-generation activities.
4. Assist the Project Assistant (Livelihood) in identifying partners and creating opportunities for joint action with local authorities, associations, chambers and well as local and international NGOs to scale up IOM's livelihoods projects.
5. Gather information about skills, educational background vulnerability and opportunities for self-sufficiency to determine beneficiaries for the pilot activities.
6. Help identify potential beneficiaries among the refugee and host communities, assist in the drafting of grant and employment agreements, as well as payments and other administrative matters pertaining to the implementation of livelihoods interventions.
7. Contact potential beneficiaries and organize interviews.
8. Assist selected beneficiaries by facilitating orientation meetings and/or business trainings and/or counseling as necessary and provide support to them in the formulation of business plans.
9. Prepare a procurement schedule for tools/equipment as part of the in-kind grants scheme, identify suppliers in the area and develop a database, collect offers according to the type of in-kind grants to be given and issue purchase documents.
10. Travel to project sites to monitor ongoing activities and meet with local authorities, other agencies and NGOs on livelihood activities.
11. Contact the beneficiaries and inform about the schedule for delivery of items, assist with the delivery of tools/equipment to beneficiaries and verify the quantity and quality thereof.
12. Keep track of project progress as well as the progress of each individual beneficiary.
13. Organize beneficiary satisfaction and partner feedback surveys to improve future livelihoods projects.
14. Help implement a communications strategy to promote IOM's livelihoods activities in southeast Turkey as the projects expand.
15. Consolidate information and assist with drafting donor reports.
16. Perform other duties as may be requested.

Required Qualifications:

Education:

- University degree in business management, administration, business/enterprise development, marketing, economics or a related field from an accredited academic institution, with two years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with four years of relevant professional experience.

Experience:

- Experience in social projects or livelihoods activities such as in-kind grants, job placements;
- Good computer skills (Microsoft Word and Excel);
- Knowledge of database applications is an advantage;
- Proven good interpersonal and communication skills. Flexibility, tolerance and capacity to work in team;
- Working experience in the region is an asset.

Languages:

- Fluency in **English** and **Turkish** is required.
- Knowledge of **Arabic** is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- **Integrity and transparency:**
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 1*

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- **Accountability:**
 - Accepts personal responsibility for quality and timeliness of work.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
 - Presents information using language and sequence of ideas that is easy for recipients to understand.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **14 May 2021**.

Please note that only shortlisted candidates will be contacted.